

## GUIDE TO FILING REAFFIRMATION AGREEMENTS

The U.S. Bankruptcy Court, District of South Dakota, requires the local forms listed on our website, [www.sdb.uscourts.gov](http://www.sdb.uscourts.gov), Local Forms, or the Official Form 240A be used when filing a reaffirmation agreement.

### 1. FILING.

Bankruptcy  
Other  
Enter Case Number  
Click Next  
Reaffirmation Agreement  
Click Next.

### 2. PDF DOCUMENT.

Select the PDF document. If you have attachments to the reaffirmation agreement, select **yes** for the **Attachments to Document** radio button. Click Next. Attach any exhibits you may have. Click Next.

### 3. PARTY SELECTION.

The **PARTY SELECTION** screen displays listing all of the parties currently included in the case.

If the party appears, highlight and click Next.

If the party DOES NOT appear, **Add/Create New Party** and click Next.

- Enter the party name in the Last/Business name field, i.e., Wells Fargo, and click Search.

*The party name search may find more than one record having the same name. Clicking on each of the names will display a window showing the party's name and address for verification purposes only.*

- ◆ If the party is found following the search, highlight the name, and click on **Select Name from List** to continue.
- ◆ If the search is unsuccessful, "No person found", click on the **Create new party** button to add the party.

The **Party Information** screen displays.

- ◆ When you are representing the party, **no address information is required.**
- ◆ **CHANGE THE PARTY ROLE TYPE.**  
Expand the **Role Type** selection pick list by clicking on the down arrow ▼ and select **Creditor**.

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- ◆ Click **Submit**.
- ◆ The **Select Party** screen displays again.
- ◆ The party just added will be highlighted.
- ◆ Click Next.
- ◆ If you are not yet associated to this party, check the box to associate yourself to the party and click Next.

**4. WITH WHOM?**

Enter the name of the creditor.  
Click Next.

**5. DOCKET TEXT: Modify as Appropriate screen displays.**

If this is an Amended, Supplemental, etc., Reaffirmation Agreement click on the down arrow box, choose the appropriate prefix, and click Next.

If not, leave blank, and click Next.

**6. FINAL TEXT.**

The Docket Text: Final Text screen displays.

Proof this screen carefully! If any part of the docket text is incorrect, click the browser **Back** button to return to the screen you need to correct. Then process the screens again with the respective **Next** or **Submit** buttons. If the docket text is correct, click **Next**. The Notice of Electronic Filing screen appears.